

Investment Provider Acknowledgement of planwithease.comSM Guidelines

Introduction (General Description of service)

ING Life Insurance and Annuity Company (ILIAC) offers administrative services through planwithease.com for 403(b) plans (the “Services”). The Employer or its assignee has delegated certain administrative responsibilities to ILIAC in a separate written agreement. The Employer will notify its Investment Providers regarding this delegation of responsibilities. The Employer will also authorize its Investment Providers to communicate directly with ILIAC through planwithease.com concerning Plan-related information requested and required by planwithease.com for the performance of the Services under the agreement with the Employer.

The Services provided by ILIAC through planwithease.com are limited to those Investment Providers who execute a separate agreement with ILIAC enabling the exchange of certain specified information necessary to allow for the provision of the Services. Investment Providers are being requested by the Employer to provide the data necessary for ILIAC, through planwithease.com, to provide the Services. Such information shall include: Investment Provider product(s), account balances, and outstanding loan balances. In addition, as directed by the Employer, each Investment Provider must complete a Investment Provider Data Sheet providing planwithease.com the names, addresses, telephone and fax numbers, email addresses of individuals (including, but not limited to employees, officers, agents, successors, assigns) of the Investment Provider who are authorized to communicate with ILIAC through planwithease.com concerning the Plan, along with any Investment Provider’s website URLs that may be accessed by participants in the Plan sponsored by the Employer.

Employer is solely responsible for integrating information from (1) an Investment Provider who fails for any reason to provide the data requested in connection with the performance of the Services, and/or (2) an Investment Provider who provides and/or has provided investment products to Plan participants but is not currently authorized or recognized by the Employer as an Investment Provider.

ILIAC reserves the right to request changes (regulatory or employer directed) to the Investment Provider file by providing 90 days written notice to you, the Investment Provider.

Definitions

For purposes of this Acknowledgement, the terms below shall have the following meanings:

Employer – The entity sponsoring the retirement plan (the “Plan”) for which the Services are being utilized.

ILIAC – ING Life Insurance and Annuity Company

Investment Provider – Entity providing an investment product or vehicle to a retirement plan maintained by the Employer.

Plan – The retirement plan maintained by the Employer. The Employer certifies that the Plan is intended to meet the requirements of Section 403(b) of the Internal Revenue Code, as may be amended from time to time, and the regulations there under.

Services – Administration services provided to the Employer by ING Life Insurance and Annuity Company through planwithease.com.

Investment Provider Account

Incoming File from Investment Provider; File Layout is included as Exhibit A.

Each participating Investment Provider agrees to provide an electronic file containing Participant information and values as it pertains to the Plan. These values will be used by planwithease.com to provide the Services to the Plan, as selected by the Employer, across all Investment Providers. Planwithease.com is designed to receive a daily Investment Provider file submission. An alternate submission schedule can be accommodated when agreed upon in writing between planwithease.com and the Investment Provider.

- The extract file should be an ASCII file that is pipe “|” delimited, with no spaces between the data element and pipe at either end.
- The file will be variable length.
- File name: *IP_VendorName_YYMMDD_HHMMSS.TXT*
- All numeric fields should have an explicit decimal point.
- All date fields should be formatted as YYYYMMDD.
- Numeric fields without values must contain 0.00 between delimiters.
- Empty text fields should contain no values/spaces between delimiters
- See Exhibit A - Investment Provider File Layout for exact file layout.

Data

As requested by the Employer, each Investment Provider must supply the necessary information to enable ILIAC to perform the Services to the Plan as selected by the Employer.

Use of Data

The Employer has expressly authorized ILIAC to use the data as required to provide the Services. ILIAC shall be held harmless for any erroneous submissions provided through the Investment Provider file submission. The information displayed on planwithease.com is only as accurate as

the information provided through the file submission. ILIAC is expressly prohibited from using the data for any other purpose without advanced written consent from the Employer.

ILIAC further declares it will not allow the use, dissemination, transmission, access, manipulation, duplication or disclosure of the Data by ILIAC or its affiliates, subsidiaries or parent company for marketing, advertising or solicitation purposes.

Acknowledgement

Investment Provider acknowledges that it will cooperate and comply with ILIAC’s reasonable requests regarding the implementation and ongoing production of the plan administration service described in this Acknowledgement. Investment Provider agrees to adhere to the requirements described above.

Acceptance

The undersigned Provider accepts the planwithease.com guidelines and the Service requirements described above and agree to use its best efforts to comply with the requirements established for Investment Providers as described above.

Investment Provider Name

(Investment Provider Authorized Signature)

(Name/Title – Please Print)

(Date)